

Associate Head of Biology

Proposed partial list of responsibilities and leadership

The Associate Head is the primary organizational, procedural, administrative, and teaching leader for Biology. Examples of tasks and responsibilities include but are not limited to the following:

- Reports directly to and works closely with the Heads of Botany and Zoology
- Acts overall as an advisor, coordinator, and goal setter for the program
- Along with Heads, has primary responsibility for assigning faculty and sessional teaching consistent with agreed workload policies in Botany and Zoology
- Oversees course planning and scheduling
- Directly supervises and prioritizes the work of the Biology Office
- Oversees TA assignments, orientation, training, performance, and growth as educators
- Is an advocate for, and supports the professional development of instructors
- Participates in and helps lead curriculum development
- Oversees the transition to the new core curriculum
- Advises on resource utilization and helps advocate for funding for Biology
- Is a major spokesperson for Biology

This is a partial list to be added to and revised in the near-term as needed